

**Solid Waste Alternatives Program Advisory Council  
Urbandale Public Library  
January 26, 2009  
12 p.m.**

**Minutes**

12:00 p.m. Meeting Begins

12:15 p.m. Public Participation Period (3 Minutes Per Person)

Scott Smith - absent

Approval of Agenda

DECISION ITEM

No discussion

Motion and 2 <sup>nd</sup> to approve Unanimous Approval
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Approval of Minutes

DECISION ITEM

No discussion

Motion and 2 <sup>nd</sup> to approve Unanimous Approval
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\$600,000 Allotment

DECISION ITEM

- This is the approximate amount available on an annual basis based on the tons of solid waste landfilled in the state. When should the clock start?
  - There is supposed to be up to 6 areas identified by October (of last year). So is it starting in October or calendar year, etc?
  - When can we bring more people into the program? The law discusses bringing in more people after a year.
  - We could say the year started the day the legislation became effective. (July 1<sup>st</sup>)
  - The money doesn't carry over.
  - July 1 would protect us from a sweep if it happens. Then the people selected can use that money.
  - Current money being used will be used towards the RFQ and contractor hiring.

Motion and 2 <sup>nd</sup> to use July-June Fiscal Year to allocate the money. Unanimous approval
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Contracting with an outside firm - Scott, Leslie, and Jen

DECISION ITEM

- Draft RFQ

The group started out using Sara's red-line version. Leslie and Jen provided comments. There are questions for the group to answer throughout the packet. Discussion of edits and revisions to the document.

# Sign In

Solid Waste Alternatives Program Advisory Council

Urbandale Public Library

1/26/2008 12:00 p.m.

Name

Representing/Organization

Betty Jolly	Iowa DNR
Angie Clark	Iowa DNR
Tony Colasimo	NSWMA / AWS
Jen Jordan	Iowa Recycling Association
Reo menning	Metro Waste Authority
Tom Hadden	Metro Waste Authority
Leslie Goldsmith	IDNR
Mary Whitey	IBOSWO
Shelly Codner	QWE
Sara Butz	SCISWA
Alex Moon	IDNR
Sherry	BER
Darrin Gage	CR/LC SWA
Sen Ryan	ECICOG

Discussion of the conflict of interest: A contractor could use this as a way to get in with another agency. How can they help us work on this, while helping their client apply for this? That is a conflict.

The RFQ is just looking for qualifications. When we do the RFP that may be when we look more into the conflict of interest.

We're hiring for a year. Let's leave it more open for now so we don't exclude everyone. But it should be a factor in weighing who gets it.

We need to discuss our concerns on the conflict of interest in the qualifications area.

When the applicants come in we could discuss further too.

We will leave it as is for now.

The cover letter should encourage interested parties to view the website for more information.

We need a list of people to send it out to get it out to as many people as possible. Let us know if you have people to send it to. Send ideas to Becky. Becky will send out the entire list for the group to review to help prompt more ideas. Additional ideas need be sent to Becky by the end of the week to get the RFQ out by 2-2-09.

We can post it on Wednesday and send it out on Monday the 2<sup>nd</sup>.

Discussion to make this an RFP instead of the RFQ: It will require some more information and tweaks but it would save time. An RFQ might be better due to the newness and detail that we need. RFP will be issued from a pre-qualification process, the timeline could be shrunk and the conflict of interest could be addressed then.

Should we take it back to the small group to make it an RFP? No – consensus. Do a RFQ. Small group will re-work. Leslie, Jen, Scott, and Tom will work on it.

Tell us about your experience providing services for groups in EMS. Agenda item for next meeting. (prior to 2-11-09) They will also look at the schedule.

#### Application Form – Shelly and Tony

#### DECISION ITEM

Would it be good to have an EMS logo so that those facilities that receive the EMS designation can have that on their facility?

Next meeting agenda item – small group to develop a logo.

Becky will put the Continuous Improvement definition on the website.

Make the application web-based? (like comp planning) So we practice what we preach.

The criteria list needs to be moved up on the website. Becky will move the important docs to the top of the page so that they are all available in one spot and not intermixed with the agendas and minutes, etc.

In the future we won't have to narrow it down to only 6, but for now the application gives us the information we need and from there we may have to narrow it down to only 6 using the criteria that was developed previously.

This is a preliminary application. The council intends to use this application and the criteria approved at the 12-15 meeting to select up to 6 pilot participants. The council reserves right to request additional information throughout the selection process. Perhaps we just call it an application to become a pilot...preliminary makes it sound like there's another application.

We can make it available to fill out electronically. But we still need to send it out hard copy so we ensure everyone gets it.

When do we want it back? We need to review it and edit comments from today's meeting. We're not ready to send this out until we have a consultant. **We can approve this at the next meeting.**

We need to know what service area is participating on behalf of the comprehensive planning area. We will take the language from the minutes to insert into this section. Budget – how much detail do we want? What resources are you directing to these criteria now? We need them to know that if they say 0% is designated towards a criteria, that's OK...we're just establishing the baseline. They can still say "intending to pursue".

We need to say "Lack of one or more of these programs does not disqualify an applicant." We just want to know the starting point. Emphasize that they must be pursuing these.

Can we distribute this within our own group for comments and revisions...then discuss for final at the next meeting. It's subject to open meeting laws if anyone wants to see it. **Shelly will send it to Becky to send out for comments/revisions.** We can make comments but we just can't make any decisions over email.

#### Education and Outreach

DISCUSSION ITEM

- Workshop?
  - We need a consultant first
- Presentations by those with resources
  - Al Bonini
  - We need to make a selection on who is participating.

This will be discussed further at future meetings.

#### Scheduling Future Meetings

INFORMATION

- February 11, 2009, 12:00 pm.; Urbandale Public Library
  - Draft RFQ Decision Item
- March 9, 2009, 9:00 am

#### Adjourn

DECISION ITEM

No discussion

Motion and 2 <sup>nd</sup> to approve Unanimous Approval
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### Homework

- We need a list of people to send the RFQ out to so we get it out to as many people as possible. Let us know if you have people to send it to. Send ideas to Becky. Becky will send out the entire list for the group to review to help prompt more ideas.
- Becky will move the important docs to the top of the page so that they are all available in one spot and not intermixed with the agendas and minutes, etc.
  - Becky will put the Continuous Improvement definition on the website.
  - The Criteria list needs to be moved up on the website.
- Becky will send out application form with Shelly's revisions. Send Shelly your comments.

### Agenda Items

- February 11, 2009, 12:00 pm.; Urbandale Public Library
  - Draft RFQ re-work Decision Item (Leslie, Jen, Scott, and Tom)
  - Small group to develop a logo.
  - Application Form
- March 9, 2009, 9:00 am;
  - Answer questions/letter of intent
  - Responses out (if any)
  - Finalize RFP if possible
- Future Agenda Items
  - Answer RFQ questions/letter of intent
  - RFQ Responses out (if any)
  - Finalize RFP
  - Workshop
  - Presentations by those with resources. (Al Bonini, etc.)
  - Start the RFP process
  - EMS logo (from Shelly & Tony on the draft application form)
  - Process for distribution of money (Rodger Kaster question to Leslie): Possibility for presentation from Tom Anderson or someone else familiar with/responsible for reimbursements of SWAP grant and loan expenditures?